

TIME MANAGEMENT

PURPOSE: This operational guide is provided to all Air Force club management personnel to help accomplish daily tasking.

SCOPE: This guide applies to all club management personnel.

GENERAL: The two major components of time management are practice and purpose. The practice component refers to what you do with the minutes of a day. The purpose component refers to finding and knowing your purpose in life. When you manage your time, the minutes of your life, and it falls into alignment with the purpose of your life, you have a fantastic chain reaction. This alignment can enable you to accomplish your tasks more effectively, to reach goals more quickly, and to give you a greater sense of peace.

GUIDANCE:

1. **Prioritize:** Look at the taskings at hand and prioritize them in the order they need to be accomplished. This does not include item(s) you'd like to get done today, but only the item(s) that **must** be completed today.
2. **Be realistic:** There are only so many hours in a day to accomplish tasking. Unrealistic planning will only lead to stress and frustration.
3. **Delegate:** No manager can personally handle every problem that happens during the course of a day. Delegating authority to the front line supervisors and have them handle routine problems will free management up to concentrate on working major issues and/or new programs.
4. **Personal time:** Allow some spontaneity and fun in your life. You don't have to have every minute of the day planned. Be sure to dedicate quality family time or personal time. Every person must have time to think. This time will relax and refresh your thinking process and give you a clearer prospective on tasking at hand.
5. **Meeting Mania:** Sometimes it seems we have meetings to just have them. Meetings account for the greatest amount of unproductive time. Don't have meeting because "this is the time we always have scheduled it." Schedule meetings to exchange pertinent information that pertains to the successful operation of the club (upcoming events) or changes in policy that effects the staff. Time is valuable and expensive. A simple memo in most cases will accomplish the same goal as a meeting. If a meeting is required, prepare in advance and keep to an agenda.
6. **Paper trail:** Destroy the paper monster. Don't let filings pile up! Take the 15 to 20 seconds and file it away so you will be able to find it or spend 30 minutes trying to find it later. Write phone numbers on a permanent list for later use. Newspapers, magazines, and other paperwork create clutter and confusion. Ensure there is an appropriate place for these items to be placed besides your desk. Always organize your paperwork. Know what folder have what priority to insure the item/project is completed on time.

7. **E-mail:** E-mail is changing the way we do business. It is now easier and simpler to get responses for questions. Don't read it and let it pile up in your in-box. Create folders for those items you wish to keep. Create an action folder for those e-mails requiring action. By creating folders you do not have to make copies of e-mail for record purposes.

8. **Note-taking:** Keep a pad handy to write down projects as they arise, items that come to you later and phone calls you will have to make at a later time. At the end of the day, reorganize and prioritize the list of items not completed.

SUMMARY: The best way to accomplish a major goal is to break it down into smaller pieces. Focusing on the smaller parts makes the tasking much easier and will keep the motivation level higher.